

# Health & Safety Policy

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## 2020



Health & Safety



Workplace



Regulation



S McCONNELL & SONS LTD

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# Statement of General Policy

This is the Health and Safety Policy Statement of:

## **S McConnell & Sons Ltd**

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the Health & Safety of all our workers, contractors, visitors and members of the public who may be affected by our work activities.

Health & Safety is a key element and contributor in the overall success of the business. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment. Any decisions made by the business will take full account of any Health & Safety implications for all our workers and those under our control. We will endeavour to ensure the Health & Safety of all others who could be foreseeably affected by activities under our control.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- Providing adequate control of Health & Safety risks arising from the activities we undertake;
- Consulting with workers and contractors on matters affecting Health & Safety;
- Providing and maintaining safe premises, machinery and equipment;
- Maintaining safe systems of work;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision for workers;
- Providing information for visiting members of the public;
- Ensuring all workers are competent to do their work;
- Maintaining safe and healthy working conditions;
- Reviewing and revising this Policy as necessary at regular intervals; and
- Putting measures in place to prevent accidents and cases of work-related ill health.

Health and Safety is viewed as “everyone’s business”. To achieve a high standard of Health & Safety, the active co-operation of all workers is essential. This policy and associated documents will be revised annually, or after any significant change or legislation likely to affect the policy. This policy will be publicised around the Company and made available to third parties on request.

**Signed:** Alan McConnell, Director

**Date:** 16.01.2020

# Organisation and Responsibilities

## Management Responsibilities

The Health and Safety Executive (HSE) state that prime responsibility for accident and ill-health prevention rests with management. In addition to the general responsibilities outlined below, all our directors and managers have a duty to ensure the health and safety of everyone who reports to them and anyone else who may be affected by our work activities.

Overall and final responsibility for health and safety is that of:

**Alan McConnell, Director**

Responsibilities for Health & Safety include;

- Appointing competent assistance for health & safety;
- Allocating sufficient resources for health & safety;
- Ensuring legally required documentation is written and kept up to date;
- To ensure safety is reviewed and monitored on a regular basis;
- Taking appropriate action for non-compliance;

## Directors & Managers' Responsibilities

The Company Directors and Managers are individually responsible for ensuring all work under their control is carried out in line with relevant policies and procedures and fully meets legal obligations.

This includes:

- ensuring adequate safeguards are in place for the health and safety of workers, contractors and visitors;
- ensuring everyone they manage is given adequate information, instruction, supervision and training;
- ensuring all relevant risk assessments are undertaken and appropriate control measures applied;
- ensuring all health and safety incidents are reported and investigated;
- ensuring everyone they manage is aware of the relevant policies, procedures, risk assessments and safe working practices;
- taking action for non-compliance with this policy or associated documents;
- liaising with the management team to ensure they are made aware of accidents, near misses and any issues arising;
- ensuring that emergency procedures are known and observed;
- ensuring machinery and equipment is regularly checked, serviced and maintained in a safe condition;
- undertaking regular workplace inspections.

## **Site Supervisors and Foremen Responsibilities:**

The Company Site Supervisors and Foremen are individually responsible for ensuring all work under their control is carried out in line with relevant policies and procedures and fully meets legal obligations.

These include:

- Company's health and safety policies
- The established schedules
- Safe working systems, methods, practices and procedures.
- To provide employees with information about hazardous substances and precautions in general.
- The introduction of remedial measures to reduce or eliminate unsafe acts or conditions.
- Informing, instructing, training and supervising employees in safer methods of work
- For investigating accidents that occur in their area or to an employee who reports to them.
- They will also liaise with the Managers concerning any queries raised by visitors or subcontractors on health and safety matters.

## Responsibilities of all Workers

All our workers have a legal responsibility to take reasonable care for the health and safety of themselves and anybody else that may be affected by what they do or fail to do at work. All workers must co-operate with management to achieve a healthy and safe workplace. In particular, they must:

- follow the Health & Safety rules and procedures, inc. reporting accidents, near misses etc.;
- carry out their duties in a safe and proper manner;
- co-operate, so far as is necessary, to enable any relevant legal duty or requirement to be complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare;
- display constant vigilance in the identification and control of risks. Any health or safety problem which cannot be put right must be notified immediately to management.

Anyone not sure of their Health & Safety responsibilities must consult management. Failure to comply with these requirements could lead to disciplinary action being taken by the business and/or prosecution by the Health & Safety Executive (HSENI).

## Health & Safety Co-ordinator's Responsibilities

The responsibilities of Health & Safety Co-ordinator include;

- Co-ordinating Health & Safety across the business;
- Consulting with the Director and management team on Health & Safety matters;
- Ensuring safety is reviewed, recorded and monitored on a regular basis;
- Ensuring any reported accident or incident is investigated as appropriate.
- Co-ordinating the risk assessment programme with the Health & Safety Consultant and directors/managers concerned.
- Co-ordinating the regular Health & Safety inspection/audit programme with Directors/Managers concerned.
- Co-ordinating health and safety training including refresher training.
- Reporting to the Directors and senior management team on Health & Safety matters.

## Health and Safety Administrator's Responsibilities

- Administrative support for H&S inspection/audit programme and co-operation with the Health and Safety Co-ordinator and Directors/Managers concerned.
- Administrative support to the Health and Safety Co-ordinator for health and safety training including refresher training.
- Administrative support for accidents reporting to the Health & Safety Executive (or dangerous occurrences) under the requirements of RIDDOR.
- Reporting to the Health and Safety Co-ordinator and if urgent to directors and management team.

## Health and Safety Consultant's Responsibilities

Responsibilities of the external Health & Safety advisor while appointed, and within time constraints imposed, include;

- Writing and/or checking relevant health and Safety documentation as agreed;
- Informing management of issues and non-compliance found, noted or implied;
- Supporting and assisting the Health and Safety Co-ordinator and Health and Safety Administrator;
- Supporting and assisting workers;
- Carrying out Health & Safety audits/inspections.



# Arrangements

## 1. Communication



### Risk Assessments

[The Management of Health and Safety at Work Regulations (Northern Ireland) 2000]

We have a duty to assess the risks to the health and safety of anyone who may be affected by our work activities. It is our policy to ensure no-one is put at risk from our activities as far as is reasonably practicable.

- Risk assessments will be undertaken by the Health & Safety Co-Ordinator (and Directors / Managers / Foreman, as required) in consultation with and workers. Hazards identified will be eliminated or controlled to the lowest level which is reasonably practicable. For further information refer to our Risk Assessments.
- We will bring the key information from risk assessments to the attention of all relevant workers.
- Action required to remove or control the risks will be approved by the Managers / Company Directors.
- We will ensure that the control measures identified are implemented and that they remove or reduce the risk to an acceptable level.
- Assessments will be reviewed regularly (e.g. annually) or when work activities change, whichever is soonest.
- Specific risk assessments for vulnerable groups / individuals will be undertaken by the Directors / Managers / Foreman (and others under their direction). "Vulnerable groups" include new or expectant mothers, young workers (under the age of 18) or anyone else with special needs.
- On the spot risk assessments will be completed for specific tasks not adequately covered by the risk assessment programme.

### Safe Systems of Work / Safety Information

[The Health and Safety at Work (Northern Ireland) Order 1978]

To help reduce the risk of injury or cases of ill-health, we will follow best practice when undertaking work activities. Some activities that are undertaken may present a significant risk, for which we will produce safe systems of work (a safe method for doing the work).

- We will develop safe systems of work for activities with significant risks and ensure that workers are trained to follow them.
- Specific safe systems of work will be developed as needed; these will consider additional hazards brought to our attention either as a result of an inspection or audit of the workplace, as a result of an incident investigation, or through the purchase of additional equipment, machinery, substances etc.

## Lone Working

[The Health and Safety at Work (Northern Ireland) Order 1978]

[The Management of Health and Safety at Work Regulations (Northern Ireland) 2000]

We have a duty to identify the hazards associated with lone working, assess the risks involved, and put in place measures to avoid or control the risks.

- We will ensure that a lone working risk assessment is undertaken and control measures introduced to minimise risk.
- We will ensure that all workers who carry out lone or remote working receive suitable information to identify what activities may not be undertaken by one person alone.
- Workers must notify a member of management of any health issues that may limit lone or remote working.
- We will provide adequate systems of communication and ensure that a system of escalating emergency response is in place.

## Consultation and Communication

[The Health and Safety (Consultation with Employees) Regulations (Northern Ireland) 1996]

We have a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

- Consultation and communication is encouraged on all matters, but especially on health and safety.
- A Health and Safety Law poster will be prominently displayed.
- Consultation with workers is provided informally during daily conversations.
- Workers are encouraged to discuss any concerns about health and safety matters with management, which can be done anonymously and in confidence if requested. No action will be taken against anyone who raises a health and safety concern.

## 2. Fire Safety

[Part 3 The Fire and Rescue Services (NI) Order 2006]

[The Fire Safety Regulations (Northern Ireland) 2010]



We have a duty to protect workers, contractors, visitors and members of the public from the risk of fire within the premises.

- We will ensure workers are trained in the emergency action to take in the event of fire (e.g. how to raise the alarm, evacuation procedures, use of firefighting equipment, etc.).
- The emergency evacuation procedures will be tested at least annually.
- Fire extinguishers will be provided, as required, and maintained by a competent contractor on an annual contract.
- All smokers are responsible for only smoking in permitted areas outside and ensuring smoking materials are properly extinguished.
- No Smoking is permitted inside the buildings or work vehicles.

### 3. Emergency Procedures

[The Management of Health and Safety at Work Regulations (Northern Ireland) 2000]



We are required to produce procedures for dealing with emergencies such as fire, flood, chemical spillage, robbery or violence to workers, etc. These procedures must incorporate the method(s) of signalling, evacuation procedure and the person(s) responsible.

- We will ensure that Emergency Procedures are produced for potential major incidents.
- We will ensure that all workers are aware of the emergency procedures and that the procedures are tested periodically.

### 4. First Aid

[The Health and Safety (First Aid) Regulations (Northern Ireland) 1982]



We will provide suitable first-aid materials and qualified First Aiders. It is important that all injuries, however slight, are properly attended to.

- The first aider or the most senior member of staff present is responsible for calling an ambulance when required. If in doubt, an ambulance should be called.
- First Aid supplies are located in the main offices and, in the factory.
- We will ensure that first aid boxes are regularly stocked with approved first aid materials. First aiders are responsible for reporting when stocks have been used or are running low.

### 5. Accident Reporting

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997]

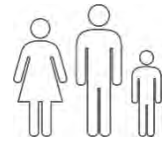


We will ensure as far as possible, that accidents and dangerous occurrences are recorded and reported where necessary to the enforcing authority (HSENI). Incidents, ill-health and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence. Workers are required to report any incidents they are involved in or witness to a Company Director or their Manager.

- Workers are encouraged to report all accidents, incidents, work-related ill health and near misses to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- The Health & Safety Administrator is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- The Health & Safety Co-Ordinator is responsible for analysing reported incidents for signs of trends and identifying action that can be taken to prevent future incidents.

## 6. Third Parties

[The Health and Safety at Work (Northern Ireland) Order 1978]  
[The Occupiers' Liability (Northern Ireland) Order 1987]



We have a duty to ensure the safety of all persons on our premises and in our work areas. This includes workers and contractors but also visitors and members of the public.

### Contractors

- We will check that any contractors working for us are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety, have safe working methods and have the appropriate level of liability insurance.
- We will monitor contractors to ensure that they undertake work in the agreed manner, and that work does not present a risk to themselves, our workers or any visitors.

### Visitors

- We will ensure that unauthorised persons are excluded from work areas using gates, fencing, barriers and/or appropriate signage where necessary. There is a higher duty of care for children and every effort must be made to manage their safety on our sites.
- Any unauthorised persons in work areas must be challenged and reported to a Director or Manager or Forman
- All workers are responsible for keeping doors closed, and relevant buildings or areas locked.

## 7. Information, Instruction, Training & Supervision

[The Management of Health and Safety at Work Regulations (Northern Ireland) 2000]



We must provide appropriate information, instruction, training and supervision regarding health and safety at work, the work equipment that is used and the tasks that are undertaken.

- We will ensure that all workers are adequately trained to carry out their work.
- Induction and job specific training is provided by the Directors / Area Managers / Forman together with experienced workers. Adequate supervision will be given until workers are deemed competent.
- Health and Safety Training will be identified by the Directors / Managers / Forman Health & Safety Co-coordinator and arranged by the Health & Safety Administrator.
- The following tasks must only be carried out by authorised workers, who will normally have completed a formal training course or specially trained in-house. This is because the tasks are either potentially dangerous or legislation demands formal training. All other workers are strictly forbidden from carrying out these tasks (unless supervised by a suitably qualified person whilst undergoing training):
  - **Use of the mobile plant – forklift trucks, dumper trucks, excavators, loading shovels, telescopic handlers etc. (formal training certificate and authorisation)**
  - **Company Vehicle Driving (CPC, as appropriate, full driving licence and authorisation)**

- Working on Construction Sites (relevant CSR Card or equivalent and authorisation)
  - Use of Industrial Masonry Equipment (in-house training using SOPs (minimum) and authorisation)
  - Use of Quarry Equipment (in-house training using SOPs (minimum) and authorisation)
  - Work at Height – use of MEWPs, erecting scaffolding etc. (formal training and authorisation)
  - Use of overhead cranes (formal training and authorisation)
  - Use of Step Ladders / Ladders (in-house training (minimum) and authorisation)
  - Handling and using chemicals (in-house training (minimum) and authorisation)
  - Performing first aid (formal training certificate and authorisation)
  - Manual handling (in-house training (minimum) and authorisation)
  - Maintenance Activities (in-house training (minimum) and authorisation)
  - Chainsaw Use (formal training certificate and authorisation)
- Health and safety advice is available from the Health & Safety Co-Coordinator and **NFU Mutual Risk Management Services Limited**.

## 8. Work Equipment

[The Provision and Use of Work Equipment Regulations (Northern Ireland) 1999]  
 [The Lifting Operations and Lifting Equipment Regulations (Northern Ireland) 1999]  
 [The Pressure Systems Safety Regulations (Northern Ireland) 2004]



We have a duty to ensure that all plant, machinery or equipment is maintained to be safe.

- We will identify all plant, machinery or equipment needing statutory inspection, regular service maintenance or daily / weekly checks and ensuring these are implemented.
- We will ensure that equipment is not used by workers unless they are trained and authorised to do so.
- Workers are responsible for ensuring that equipment is inspected, including guards, before use. Any problems with plant, machinery or equipment must be reported to a Director or the Area Manager or Forman immediately and taken out of use until repaired or replaced.
- Workers are responsible for ensuring that all equipment is properly isolated before, making adjustments, clearing blockages by hand, undertaking cleaning, maintenance or lubrication etc. - especially if it is necessary to remove guards for these tasks.
- We will check new or hired equipment meets health and safety standards before purchase or hire and will ensure maintenance procedures are drawn up where relevant.
- Safety information, operators' manuals, latest test certificates and relevant records will be kept.

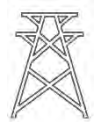
## Statutory Inspections

We have a duty to ensure that lifting equipment and pressure systems are subject to statutory inspection by a competent person.

- We will identify all lifting equipment and pressure systems that require a statutory inspection.
- We will ensure that statutory inspections are undertaken at the required intervals.

## 9. Electrical Safety

[The Electricity at Work Regulations (Northern Ireland) 1991]



We have a duty to protect workers, contractors and visitors against the risk of death or personal injury from electricity.

### Fixed Installations

- We will ensure that electrical installations and equipment are installed and maintained in accordance with the above regulations.
- The electrical installation will be tested for electrical safety at regular intervals as determined by a competent electrician with records kept.
- Only competent electricians carry out electrical work.

### Portable Appliances

- Workers are required to check the condition of all portable electrical equipment before each and every use. Any problems with portable appliances must be reported to the Area Manager or Foreman and taken out of use until repaired or replaced.
- We will arrange for a competent person to inspect and/or test portable electrical appliances, where required.

### Overhead Power Lines

- We will identify overhead power lines that may affect work activities that could result in contact or near contact and will ensure the location is communicated to relevant persons.
- We will ensure that a safe system of work is adopted for any work under / near overhead power lines.
- Any problems with overhead power lines (such as low hanging lines) must be reported to a Director.

### Underground or Hidden Services

- We will identify underground or hidden power cables (and other services) on site as necessary and we will assess activities that could result in contact. Where necessary, specialist assistance will be obtained to identify the location of such services.
- We will ensure that the location of underground or hidden services is communicated to relevant workers and contractors / sub-contractors and that safe systems of work are adopted where there is a risk of contact.

## 10. Work at Height

[The Work at Height Regulations (Northern Ireland) 2005]



We have a duty to ensure that all work at height is assessed to ensure that it is undertaken in a safe and controlled manner.

- Only trained and authorised workers are permitted to undertake work at height and a safe system of work must always be followed.
- We will ensure that any equipment used for working at height (ladders, stepladders, scaffold, MEWP etc.) is suitable for the work.
- We will ensure that any contractor who undertakes work at height does so in a safe manner.
- We will undertake formal inspections of ladders and stepladders on a regular basis. Only commercial grade access equipment may be used.
- We will ensure that any fragile roofs are clearly marked with signs at the most likely access point.

## 11. Workplace

[The Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993]  
[The Construction, Design and Management Regulations (Northern Ireland) 2007]



We have a duty to protect the health and safety of anyone in the workplace.

### Storage, Maintenance and Construction

- We will ensure that all buildings (including unoccupied buildings), roadways and other structures are maintained in a safe condition.
- We will undertake regular workplace inspections to identify potential health and safety issues.
- We will ensure that entrances and exits are maintained and kept clear.
- Workers are responsible for managing falling objects. All materials must be stacked or stored safely so they don't fall.
- Only competent and authorised workers can undertake maintenance (or construction) work. Such work must be undertaken in a safe manner and in accordance with a safe system of work. Workers must not undertake any maintenance activities beyond their capability.

### Cleanliness and Waste

- All workers are responsible for ensuring that workplaces are kept reasonably clean and tidy. Any concerns must be notified to the Area Manager.
- We will ensure the regular disposal of waste materials by not allowing a build-up of any, particularly combustible, materials.
- Workers are expected to clean up spills immediately and to report any spillages of dangerous materials which may affect workers, visitors, and members of the public or the environment to a Director immediately.

## 12. Welfare

[The Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993]



### Welfare Facilities

We have a duty to ensure that adequate rest areas, toilet and wash facilities are provided.

- We will ensure that suitable toilet and wash facilities are provided for workers and visitors.
- Rest and changing facilities along with somewhere clean to eat and drink during breaks will be available to workers.

## 13. Workplace Traffic Management and Transport Safety

[The Health and Safety at Work (Northern Ireland) Order 1978]



We have a duty to ensure that the workplace is organised in such a way that pedestrians and vehicles can circulate in a safe manner. In addition, all vehicles used for work purposes must be properly maintained and operators legally compliant.

- We will ensure that traffic routes are organised and maintained in a safe condition. As far as possible road systems will be arranged to allow adequate space for vehicle movement, reversing, turning, loading and off-loading.
- We will ensure that our vehicles are inspected, serviced, maintained and fitted with appropriate safety devices such as seat belts, warning lights, warning beepers etc.;
- We will ensure that drivers comply with the relevant legal requirements, including licensing and training.

### Driving on public highways

We recognise that travel on public highways is necessary for some business activities, but it is a hazardous activity and accordingly we will take steps to reduce the identifiable risks as far as possible. The following precautions should be taken;

- Drivers are expected to take the precautions outlined below to minimise the risks of driving on public highways:
  - Plan routes to minimise the distance driven and take sensible breaks. Avoid overlong days of work and driving combinations;
  - Check vehicles before use;
  - Drive according to the Highway Code and general road safety requirements;
  - Limit the consequence of road traffic accidents and breakdowns by wearing seatbelts, carrying supplies (for bad winter weather driving etc.), carrying a travel first aid kit, emergency triangle and a charged mobile phone for emergencies;
  - Not make or receive calls while driving using a hand-held mobile phone. Where it is operationally necessary for drivers to remain in contact then appropriate hands-free kits will be provided.



- Drivers must report any health problem which may limit or prevent driving (such as epilepsy) to a Director and where necessary to the Driver & Vehicle Agency .
- Driving Licences will be called in for checking on an annual basis, or as and when requested. Any endorsements to be notified to a Director immediately.
- Workers using personal vehicles for driving on company business are responsible for ensuring that the vehicle is insured for business use and maintained in roadworthy condition.

## 14. Hazardous Substances

[The Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003]



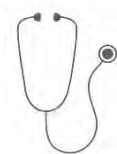
We have a duty to assess the risks from hazardous substances that we use (e.g. cleaning chemicals, fuels, oils, etc.) and hazardous substances that are generated or present in work activities (e.g. dust, fumes etc.).

- All workers are responsible for ensuring that all hazardous substances are kept in original packaging and the labels checked before use. They must be used and stored in accordance with the makers' instructions.
- We will identify substances that are potentially hazardous to health and if required, carry out COSHH assessments in consultation with workers.
- We will ensure that Safety Data Sheets are held on file for the hazardous substances used.

## 15. Occupational Health

[The Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003]

[The Management of Health and Safety at Work Regulations (Northern Ireland) 2000]



We have a duty to ensure that our activities do not cause or exacerbate existing illness. Early diagnosis of an illness caused by work can often lead to quicker recovery and may stop other people becoming ill.

- We will do everything that is reasonably practicable to make the workplace safe and healthy.
- All workers must co-operate by following the risk assessments designed to keep them healthy, including the use of PPE (dust masks, gloves etc.).
- Workers are encouraged to report any health concerns immediately to management in confidence.
- Workers are reminded of the need to practice good personal hygiene.
- The consumption of alcohol and the use of controlled drugs while at work (including when driving) are strictly forbidden. Any person found to be using controlled drugs, "legal highs", or otherwise under the influence at work will be removed for their safety and the safety of others. Such action could be subject to disciplinary proceedings.
- Workers are required to notify the use of prescribed drugs to a Director in writing to ensure job placement is not affected by the use of such drugs.

## 16. Noise

[The Control of Noise at Work Regulations (Northern Ireland) 2006]

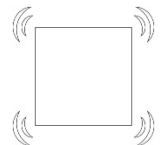


We have a duty to prevent or reduce the risks to health and safety from exposure to noise which can lead to hearing damage / hearing loss.

- We will identify tasks that could expose workers to excessive levels of noise.
- Suitable hearing protection will be made available to relevant workers where the risks cannot be reduced by other means. Hearing protection must be used by workers in accordance with the information / training given.

## 17. Vibration

[The Control of Vibration at Work Regulations (Northern Ireland) 2005]

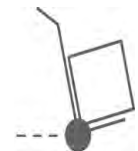


We have duty to prevent or reduce the risks to health and safety from exposure to excessive vibration – which can cause nerve damage like vibration white finger or carpal tunnel syndrome (hand arm vibration) or whole body vibration.

- We will identify tasks that could expose workers to excessive levels of vibration.
- We will ensure that vibration from existing plant is reduced as far as is reasonably practicable to minimise the risk from vibration.
- Low vibration levels will be included in the specifications for all new plant and equipment to ensure that where possible the hazards are reduced or controlled at source.

## 18. Manual Handling

[The Manual Handling Operations Regulations (Northern Ireland) 1992]



We have a duty to ensure that the dangers associated with manual handling (lifting, carrying, pushing, pulling or moving by hand or bodily force) and repetitive tasks that could result in upper limb disorders are properly assessed and to provide control measures and guidance to ensure safe lifting and carrying at the workplace.

- Workers must use any lifting aids or handling systems provided. They must also follow any guidance provided and inform management of any manual handling concerns.
- We will provide and maintain suitable handling equipment and keep records of all maintenance and statutory inspections, where required.
- We will ensure that the risks involved in manual handling operations and repetitive tasks that could result in upper limb disorders are identified and assessed.
- We will ensure that workers receive guidance and training in safe lifting and handling techniques for specific tasks carried out.

## 19. Protective Equipment

[The Personal Protective Equipment at Work Regulations (Northern Ireland) 1993]



We have a duty to provide, free of charge, suitable personal protective equipment (PPE) wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE includes, e.g. safety footwear, eye protection, hearing protection, hardhats, high visibility clothing, gloves and respiratory protective equipment (RPE) such as dust masks.

- Workers must wear the PPE provided, in accordance with training and instruction given. Disciplinary action may be taken if workers fail to wear the PPE when needed.
- Workers must report any loss or obvious defect in the PPE provided to a member of management.
- Workers must ensure that their PPE is checked before use and cleaned, maintained and stored in accordance with manufacturers' instructions.
- We will identify, source and provide suitable PPE and provide adequate storage facilities for PPE.

## 20. Safety Signage

[The Health and Safety (Safety Signs and Signals) Regulations (Northern Ireland) 1996]

[The Health and Safety (Information for Employees) Regulations (Northern Ireland) 1991]



We must ensure that sufficient, clear and unambiguous warning signs are provided at strategic locations to warn people of danger.

- We will ensure that where the need for safety signage is identified (e.g. through risk assessment), it will be sourced and displayed in the relevant location(s).
- Workers are required to abide by instructions given on safety signage and should help visitors to comply with the signs as necessary.
- We will regularly review the adequacy of safety signage on the premises.

# Monitoring and Reviewing

To demonstrate our commitment to managing health, safety and welfare in the workplace, we will check the implementation of this Policy by performing regular audits and inspections of the premises and operations.